



**GUAM NATIONAL GUARD - HUMAN RESOURCES OFFICE  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

TVA 13-016

**OPEN PERIOD:**

02/11/2013 – 03/04/2013

**JOB TITLE:**

Accounting Technician (2 positions)

**PAY GRADE AND SERIES:**

GS-0525-7/8

**PAY RANGE POTENTIAL:**

\$38,790 – 55,844 + COLA

**POSITION LOCATION:**

United States Property and Fiscal Office  
Barrigada, Guam

**APPOINTMENT TYPE:** PERMANENT W/ DUAL STATUS

**PROJECTED APPOINTMENT DATE:** TBD

**PDCN #:**

D1984000

**AREA OF CONSIDERATION:** Open to current members of the Guam Army National Guard

**MILITARY GRADE:** Enlisted, E4 to E6

**COMPATIBLE AFSC:** CMF42, CMF36, 92A, 92Y, 92Z, 25B, 51C

**SECURITY CLEARANCE:**

SECRET

**SUMMARY OF DUTIES:** This position is located in the United States Property and Fiscal Office Comptroller Division, Accounting Services Branch. The purpose of this position is to provide analysis, validation, processing, and correction of financial transactions and issues/discrepancies involving the full range of accounting services.

**SPECIAL PLACEMENT AND POSITION FACTORS:**

Payment of Permanent Change of Station (PCS): Not Authorized.

Subject to Night and/or Rotating Shifts: No

Position Requires Travel: Some, 1 to 5 days

**Military Attributes: Yes**

Applicants will be screened and evaluated on military attributes directly related to the compatible military position required for appointment. Areas include military bearing and appearance, leadership, teamwork, military environment and fitness, awards and decorations. These areas will be evaluated as it relates to the whole person concept. Final selection will be based on qualification, military attributes, and suitability and the best qualified individual for appointment to the federal government.

National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. Experience must be directly related to the position and must be described in the work experience section of the application. The level of experience will be determined by the actual duties and responsibilities performed.

**MANDATORY CONDITIONS OF EMPLOYMENT:**

Must qualify for appropriate level of security clearance for the position.

Must maintain a compatible military unit of assignment and grade.

Must wear appropriate military uniform and adhere to required grooming standards.

Must undergo Military records prescreening. Unfavorable actions or Military flagging actions may result in disqualification from employment consideration.

Acceptance of a Federal Excepted technician position may cause termination from the Selected Reserve Incentive Program (BONUS).

**JOB RELATED QUALIFICATIONS and EVALUATION:** Applicant must clearly identify minimum requirements, specialized job related experience and number of months. Include your civilian and military experience in separate experience blocks to include duty codes, pay grades and description of major duty assignments. If your resume does not include a narrative description of how you meet the GENERAL and SPECIALIZED experiences, you may lose consideration for this position.

**GENERAL:** Experience, education, or training involving arithmetic principles, attention to detail, and application of established procedures for recording and compiling data; experience using computer and automation systems.

**Accounting Technician, GS-0525-7, Specialized:** Must have at least 12 months experience, education, or training validating accounting data, analyzing unusual trends for corrective action, maintaining and researching records, and preparing reports; experience in correcting coding or other errors that result in computer generated rejects.

**Accounting Technician, GS-0525-8, Specialized:** Must have at least 18 months experience, education, or training of total accounting procedures; experience planning, organizing and coordinating work in order to resolve problems that occur.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** High school graduate or the equivalent may be substituted for 3 months of experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours or the equivalent) for 12 months of experience.

**KNOWLEDGE, SKILL, AND ABILITIES (KSA's):** The following knowledge, skills, and/or abilities will be considered in the evaluation process. Although it is not mandatory to provide a separate KSA statement, your resume must reflect how you meet the requirements of the following factors. This will allow rating officials to consider your qualifications to their fullest extent.

1. Knowledge of existing accounting systems, standard accounting codes, classifications, and terminology; an understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques.
2. Knowledge of a body of accounting, budget, or other financial management regulations, practices, procedures, and policies related to the specific management functions
3. Ability to analyze daily error listings for documents not accepted into automated coding system, isolating sources of error, making corrective entries and reprocessing transactions.
4. Ability to compute transportation charges and applicable discounts for each item and total amount for each voucher and initiating journal voucher for adjustment.
5. Ability to reconcile monthly listing of accounts payable with the general ledger, researching cause of discrepancy and initiating adjustment action.

**HOW TO APPLY:**

1. To apply for this position, you must do so **online through USAJOBS, <http://www.usajobs.gov/>**. Instructions are provided on the website.
2. You must submit a Resume, complete the Online Questionnaire, and provide any other documents specified in the Required Documents section of the announcement.
3. Errors or insufficient information may affect your eligibility to be minimally qualified.
4. Once your application has been received you will receive an acknowledgement email that your submission was successful. After review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required you will be contacted.
5. The eligibility you receive is based on your Resume, supporting documents, and responses to the Online Questionnaire that you provide. Please follow all instructions carefully.
6. **DO NOT** send/fax/courier/email any applications or resumes to the Guam National Guard Human Resources Office. **YOU MUST APPLY ONLINE.** The Human Resources Office can only process materials received through USAJOBS.

**REQUIRED DOCUMENTS (Application Packet):**

- Current Resume (**mandatory**)
- OF 306 Declaration for Federal Employment (**mandatory**)
- SF 144 Statement of Prior Federal Service (**mandatory**)
- Personnel Qualification Report/Record for Individual Performance (PQR/RIP) (**mandatory for current service members**)
- Transcripts, if applicable. College/Vocational school transcripts **MUST** be submitted in order to receive credit for education.
- SF 181, Ethnicity and Race Identification Form (optional)
- Miscellaneous Items ( i.e., Flight Records, Bar Certification, IT Certificates, Driver Weight Class), if applicable
- SF-50/DD214-Member copy (Current or Former Competitive Employees, VEOA Eligible), if applicable

**ALL APPLICATIONS MUST BE SUBMITTED BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ON THE JOB ANNOUNCEMENT.**

**Guam National Guard - Joint Force Headquarters  
Human Resources Office  
430 Army Drive, Building 300, Room 113  
Barrigada, Guam 96913-4421  
(671) 735-0412/0464**

**VETERANS PREFERENCE DOES NOT APPLY -- SELECTIVE SERVICE REGISTRATION REQUIRED  
THE GUAM NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**